

## REQUEST FOR RENEWAL OF OWNER/MANAGER

This form must be completed and the original must be returned to the Private Security Bureau along with all required fees and documents to renew an employee. **Note: Please provide a separate Owner/Manager Renewal form for each employee being renewed.**

### Owner / Manager Renewal Fee Schedule

In the position of:

	Orig. Renewal Fee:	Sub Fee:	Total Cost:
<input type="checkbox"/> Owner, Officer, Partner, Shareholder	\$50.00	+ \$5.00	= \$55.00
<input type="checkbox"/> Owner, Officer, Partner, Shareholder / Manager	\$50.00	+ \$5.00	= \$55.00
<input type="checkbox"/> Owner, Officer, Partner, Shareholder / Supervisor	\$50.00	+ \$5.00	= \$55.00
<input type="checkbox"/> Manager Only	\$30.00	+ \$3.00	= \$33.00
<input type="checkbox"/> Supervisor Only	\$30.00	+ \$3.00	= \$33.00

**Late Fees-please check the appropriate response and submit late fees.**

☐ Late Renewal Fee 0-90 Days  
(Orig. renewal fee + one half renewal fee)

☐ Late Renewal Fee Over 90 Days  
(Orig. renewal fee + full renewal fee)

**Note: Fee(s) submitted by mail, must also have a PSB-50 form attached. Payments received must be in the form of a Company check, cashier's check or money order.**

**FEES SUBMITTED TO THE PRIVATE SECURITY BUREAU ARE NOT REFUNDABLE OR TRANSFERABLE.**

Date: \_\_\_\_\_ Employee Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Current mailing address of employee: \_\_\_\_\_  
Street & Number City State Zip

As a "bona fide" employee of: \_\_\_\_\_  
Company Company License Number

*I verify that the above named individual is a "bona fide" employee of the company listed above and is qualified to perform the duties for which I am renewing them.*

Signature of Manager or Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I have enclosed \$ \_\_\_\_\_ in the form of a cashier's check, licensed company check or money order.  
Check # \_\_\_\_\_.

**NOTICE: This is a governmental record.  
Any false statement made on this document could be considered a criminal violation.**

**EMPLOYEE MUST COMPLETE THE REVERSE SIDE OF THIS FORM**

**INVESTIGATIONS COMPANY OWNERS/OFFICERS/PARTNERS/SHAREHOLDERS,  
MANAGERS & SUPERVISORS ONLY:**

(THIS ONLY APPLIES TO CLASS A AND C COMPANIES)

\_\_\_\_\_ I hereby certify that I have been continuously registered with the Private Security Bureau as a private investigator or manager of a Class A or C license for **more than fifteen (15) years.**

\_\_\_\_\_ I hereby certify that I have been continuously registered with the Private Security Bureau as a private investigator or manager of a Class A or C license for **less than fifteen (15) years.**

I \_\_\_\_\_, have completed the required minimum hours of  
Employee name  
Board approved continuing education credits necessary for renewal of my registration.

\_\_\_\_\_  
Employee signature

**ALL REGISTRANTS:**

Please note that your application for renewal may be denied if you are either in default on a student loan or delinquent in the payment of child support (under either Chapter 57 of the Texas Education Code or Chapter 232 of the Family Code respectively).